



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

June 28, 2016

ADDENDUM #1

RFP No.:0350

Receipt Date: July 8, 2016

**For: Provide for the purchase, cataloging and processing of New Books for the
Jefferson Parish Library Department**

CLARIFICATIONS:

1.7. Proposal Response Format – G. Financial Profile: Firms are requested to submit documentation from the past three (3) years demonstrating firm's financial stability. Is a Dun and Bradstreet report acceptable documentation?

Answer: *Dun and Bradstreet and/or past three-year financial balance sheets are acceptable. Financial documentation should be included in the technical proposals.*

1.8 Number of Response Copies: Should we provide one (1) original and seven (7) copies or one (1) original and six (6) copies?

Answer: *One (1) original and seven (7) copies. Please place your seven (7) Cost Proposals (Price Schedules) in seven (7) separate sealed envelopes.*

1.15 Performance Bond: Is the contract value \$2,650,000? If yes, this means the Parish is requiring 100% performance bond for a possible five-year contract. Although, we understand your diligence to ensure the successful completion of this contract. This is an extremely abnormal requirement for this type of contract. Therefore, we are requesting that the percentage requirement be lowered?

Answer: *The performance bond is set at 50% of the possible five year contract price.*



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1.34 Payment for Services: With each submitted the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply... Can you clarify and explain how this is currently done?

Answer: *The RFP Affidavit requires a list of all subcontractors. If new subcontractors are going to be added then Council Approval will be required.*

1.43 Substitution of Personnel: In conformity with Section 1.6, substitution of personnel shall be ratified by the Parish Council. In addition to the forgoing, if during the term of the contract, the proposer cannot provide the personnel or subcontractor as stated in its submission, proposer shall submit a written request for substitution supported by resume of qualifications and written.... ~~Said substitution shall be at the Parish's sole discretion.~~ Can this sentence be deleted?

Answer: *Parish Council approval is needed for all changes – the statement cannot be deleted.*

Attachment B, page 27: Under Ability to meet specifications the RFP states "Vendor can provide MARC label according to library specifications (y/n)." Is this a typo? Is MARC record required instead of a label?

Answer: *This is a typo; it should be MARC record, not a label.*

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department



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RFP SUBMISSION:

Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.